

GOVERNMENT OF TELANGANA

ABSTRACT

YAT&C (YS) Department - Registration of New Society for Telangana State under the Nomenclature of "Telangana State Society for Training and Employment Promotion" (TSSTEP) under the Public Societies Registration Act, 1350 Fasli (Act 1 of 1350 F) - Orders - Issued.

YOUTH ADVANCEMENT, TOURISM & CULTURE (YS) DEPARTMENT

G.O.Ms.No.4

Dated:30-4-2018

Read the following:-

1. G.O.Ms.No.45, Employment Generation & Youth Services (SES.II) Department, dated:12.4.1990.
2. A.P. Reorganization Act, No.6 of 2014.
3. From the Dr. Sheela Bhide, IAS., (Retd.), D.O.Lr.No.5614/Expert Committee/ 2014, dated:6.2.2015.

ORDER:

In the reference 1st read above, orders were issued establishing a State Level Society styled as Andhra Pradesh Society for Training and Employment Promotion (APSTEP) and registered under provisions of Andhra Pradesh (Telangana Area) Public Societies Registration Act, 1350 Fasli (Act 1 of 1350 F) with its objectives.

2. In the reference 2nd read above, under the provision of the Andhra Pradesh Reorganization Act, 2014, the existing Andhra Pradesh Society for Training and Employment Promotion (APSTEP) which is an schedule-IX, is required to be bifurcated into two, so as to continue uninterrupted services for effective implementation of employment generation schemes and also for promotion of the training activities.

3. In the reference 3rd read above, the Chairperson of Expert Committee for approval of the Demerger proposals of Government Companies / Corporations / Entities in the Schedule IX of AP Reorganization Act 2014 has stated that, the Expert Committee has examined the Demerger proposal of APSTEP in detail and has found it in order and approved the same.

4. Accordingly, Government hereby accord permission for the registration of new Society for Telangana State under the nomenclature of "Telangana State Society for Training and Employment Promotion" (TSSTEP), under the Public Societies Registration Act, 1350 Fasli (Act 1 of 1350 F) with the following General Members:-

1	Special Chief Secretary/Principal Secretary /Secretary to Government	Chairman
2	Commissioner/Director of Labour Employment & Training Government of Telangana	Member
3	Commissioner/Director of Youth Services, Government of Telangana	Member
4	Managing Director, SETWIN, Government of Telangana	Member

5	Addl. Secretary/Joint Secy/Deputy Secretary/Assistant Secretary to Govt, YAT&C Department, Government of Telangana	Member/ Convenor
6	Addl. Secy/Joint Secretary/Deputy Secretary/Asst. Secretary to Government, Finance Department, Government of Telangana	Member
7	VC&MD, TS Handicrafts Development Corporation, Government of Telangana	Member
8	VC&MD, SATS, Leather Industries Promotion Corporation Government of Telangana	Member

5. Government also directs that this Society be registered on the basis of Memorandum of Articles of Association with the Head-quarters at Hyderabad that is annexed to this order. The society shall, thereafter function as per the memorandum of Articles of Association.

6. The Chairman of the Society shall take further necessary action.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

SABYASACHI GHOSH
SECRETARY TO GOVERNMENT

To

All the General Body Members of TSSTEP.

Copy to:-

The Director of Youth Services & TSSTEP, Secunderabad.

The Commissioner of Printing Press, TS., Hyderabad.

The Inspector General of Registration & Stamps, TS, Hyderabad.

Accountant General, Telangana State, Hyderabad.

All the Collectors & Chairmen of STEPs in the State.

The PA to Secretary to Government (YS&S).

All the Heads of Departments.

The Managing Directors of all Corporations.

The Chairman & MD, SEWTIN, Hyderabad.

The P.S. to Hon'ble Minister for Sports & Youth Services.

The TS Electricity Board, Hyderabad.

The P.S. to Spl. Secretary to Chief Minister. (BR).

The P.S. to Chief Secretary to Govt.

All the Departments of Secretariat.

Sf/Sc.

//FORWARDED BY :: ORDER//

SECTION OFFICER

Annexure
Document No.I
Memorandum of the Society

1	NAME OF THE SOCIETY	:	“Telangana State Society for Training and Employment Promotion (TSSTEP)”
2	LOCATION OF THE OFFICE AND ADDRESS	:	o/o. The Director of Youth Services, H.No.5-4-203, South West Wing, Adjacent to Youth Hostel, Secunderabad.
3	AIMS AND OBJECTIVES	:	<p>“Telangana State Society for Training and Employment Promotion (TSSTEP)” is constituted as an autonomous and independent body duly formed for employment and training promotion among the youth in Telangana State.</p> <p>(i) To act as the nodal agency to interact and coordinate with all Governmental, Financial, Academic and Non-governmental agencies for effective implementation of Employment generation schemes.</p> <p>(ii) Again employer/industry demand and workforce productivity with youth trainees’ aspirations for sustainable livelihoods, by creating a framework for outcome focused training.</p> <p>(iii) Create and increase the capacity and quality of training infrastructure and trainers to ensure equitable and easy access to every youth. Every district should have at least one Skill Development Centre with adequate infrastructure with convenient access to the youth.</p> <p>(iv) Build capacity for skill development in organized and un-organized sectors and provide pathways for re-skilling and up-skilling workers in these identified sectors, to enable them to transition into formal sector employment.</p> <p>(v) Make quality Skill Development training aspirational for both youth and employers whereby youth sees it as a matter of choice and employer acknowledges the productivity linked to a skilled workforce.</p> <p>(vi) Focus on an outcome-based approach towards quality skilling that on one hand results in increased employability and better livelihoods for the youth, and on the other hand translates into improved productivity across primary, secondary and tertiary sectors.</p> <p>(vii) Address human resource needs by aligning supply of skilled workers with sectoral requirements of industry.</p>

		(viii)	Develop a network of quality instructors/trainers in the skill development ecosystem by establishing high quality teacher training institutions.
		(ix)	Leverage existing public infrastructure and industry facilities for setting up and/or scaling up skill training and capacity building efforts. Assist, financially or otherwise, suitable agencies in creating or operationalising such infrastructure and skill training requirements. Encourage active participation of the public sector undertakings, private sector and civil society through feasible and productive partnerships.
		(x)	Organise Job Fairs to bring together potential employers and probable aspirants for job and in the process supplement or cover deficiencies in the youth aspirant's ability with skill training, if required.
		(xi)	Establish and implement cross-sectoral, nationally and internationally acceptable standards for skill training.
		(xii)	Promote convergence and co-ordination between skill development efforts of all Departments and implementing agencies.
		(xiii)	Propagate and promote aspirational value of skilling among youth, by creating awareness on value of skill training in the media and other awareness campaigns / methods.
		(xiv)	Promote entrepreneurship culture and make it aspirational and to encourage entrepreneurship as a viable career option through advocacy.
		(xv)	Promote standards in the skilling space through active involvement of employers in setting occupational standards, helping develop curriculum, providing apprenticeship opportunities, participating in assessments, and providing gainful employment to skilled workforce with adequate compensation, and also to operationalize a well-defined quality assurance framework aligned with global standards to facilitate mobility of labour.
		(xvi)	Attracting investment in the skill development sector and to also study the best practices being adopted in other countries for skill development.
		(xvii)	Support weaker and disadvantaged sections of society through focused outreach and targeted skill development activities.
		(xviii)	Promote increased participation of women in the workforce through appropriate skilling and gender mainstreaming of training.

	(xix)	In the long term to create an end-to-end implementation framework for skill development, which provides opportunities for life-long learning.
	(xx)	To carry out any other activity related to the objectives or incidental to the objectives.
	(xxi)	To construct buildings and workshops and alter, extend, improve, repair, enlarge or modify the same and to provide and equip the same with electricity, water, drainage, furniture, fittings, machines and all other necessities
	(xxii)	To receive funds from the Government, spend them on schemes directly / through District officers / other State Government Institutions / Voluntary organizations and render accounts in the prescribed manner
	(xxiii)	To undertake such other function which may be entrusted to the Society by Government from time to time.
	(xxiv)	To create with the prior approval of the state Government any reserve funds, sinking fund, insurance funds, or any other special funds whether for depreciation or for repairs, improving, extending or maintaining any of the properties or rights of the society and or for recoupment of wasting assets and for any other purpose for which the society deems its expedient or proper to create or maintain any such fund or funds.
	(xxv)	The Principal office of the Society shall be located at Hyderabad. TSSTEP will be Apex society to all the existing societies (dealing with employment and Training) without affecting autonomous character of existing societies.

1. Certified that the Society is formed with no profit motive and no commercial activities involved in its working.
2. Certified that the office bearers are not paid from the funds of the Society.
3. Certified that the Society is meant for implementation of Governmental activities.
4. Certified that the signatures of office bearers are genuine.

DECLARATION

We the undersigned persons in the Memo have formed into a Society and responsible to run the affairs of the Society and are desirous of getting the Society registered under Telangana State Societies Registration Act, 2001.

SIGNATURE OF THE CHAIRMAN

DOCUMENT No.II
RULES AND REGULATIONS

1	NAME OF THE SOCIETY	:	“Telangana State Society for Training and Employment Promotion (TSSTEP)”
2	LOCATION OF THE OFFICE AND ADDRESS	:	O/o. The Director of Youth Services, H.No.5-4-203, South West Wing, Adjacent to Youth Hostel, Secunderabad. The Principal office of the Society shall be located at Hyderabad and have branch offices in all the District headquarters.
3	MEMBERSHIP	:	The following are the permanent members of the Society by designation since the society is dealing with Government activities. As and when necessary additional members will be added or existing members will be withdrawn.
			1. Special Chief Secretary/Prl. Secretary/ Secretary to Government, Youth Services, Government of Telangana (Chairman)
			2. Commissioner/Director of Labour Employment & Training, Government of Telangana.
			3. Commissioner/Director of Youth Services, Government of Telangana.
			4. Managing Director, SETWIN, Government of Telangana.
			5. Additional Secretary/Joint Secy./Deputy Secretary/Asst. Secy. to Govt., YAT&C Department Govt. of Telangana (Convenor)
			6. Addl. Secy./Joint Secretary/Deputy Secretary / Assistant Secy., to Government, Finance Department Government of Telangana.
			7. VC&MD, TS Handicrafts Development Corporation, Government of Telangana.
			8. VC&MD, TS Leather Industries Promotion Corporation, Government of Telangana
	(ii) CATEGORY OF MEMBERS	:	Permanent
	(iii) ADMISSION FEE AND THE ANNUAL SUBSCRIPTION MONTHLY SUBSCRIPTION	:	Since it is a Government organization/ Society/ there is no collection of membership fee.
4	GENERAL BODY	:	General Body meetings will be conducted as per the Byelaws enclosed.

SIGNATURE OF THE CHAIRMAN

S.No.	Name of the Office Bearers	Age Years	Designation	Occupation / Residential Address	Signature
1	SRI SABYASACHI GHOSH, IAS		Secretary to Government	Youth Services Department, Govt. of Telangana, TS Secretariat, Hyderabad	
2	SRI K.Y.NAIK, IAS		Director of Labour Employment & Training	o/o. Director of Labour Employment & Training, Govt. of Telangana, Hyderabad	
3	MOHAMMED ABDUL AZEEM, IAS		Director of Youth Services	o/o. Director of Youth Services, Govt. of Telangana, Hyd.	
4	SRI K.VENU GOPALA RAO		Managing Director, SETWIN	o/o. The Managing Director, SETWIN, Govt. of Telangana, Hyd.	
5	SRI K.RAMESH		Deputy Secretary to Government, YAT&C Department	YAT&C Department TS Secretariat, Govt. of Telangana	
6	SRI K.DHARMAIAH		Deputy Secretary to Government, Finance Department	Finance Department, TS Secretariat	
7	SMT. SHAILAJA RAMA IYER, IAS		VC&MD, TS Handicrafts Development Corporation	o/o. TSHDC Govt. of Telangana, Hyd.	
8	SRI D.SRINIVAS NAIK		VC&MD, TS Leather Industries Promotion Corporation	o/o. TSLIPC, Govt. of Telangana, Hyd.	

WITNESSES:

S.No.	Name IN Block letter & S/o. D/o. W/o.	Age Years	Occupation/Residential Address	Signature
1				
2				

SIGNATURE OF THE CHAIRMAN

**BYELAWS OF THE TELANGANA STATE SOCIETY FOR TRAINING AND EMPLOYMENT
PROMOTION (TSSTEP)**

1. **Title :**
These Byelaws may be called the Telangana State Society for Training and Employment Promotion (TSSTEP) Byelaws, 2018
2. **Scope and Application:**
 - (i) These byelaws shall extend to all the units and activities of the Telangana State Society for Training and Employment Promotion (TSSTEP) in the whole State of Telangana.
 - (ii) These byelaws shall come into force from the date on which the Telangana State Society for Training and Employment Promotion (TSSTEP) is registered under the Telangana State Societies Registration Act 2001.
3. **Definitions:**

In these byelaws, unless the context otherwise required or unless otherwise specified.

 - (i) “Central Government” means the Government of India
 - (ii) “Chairman” means the Chairman of the Society
 - (iii) “Government” means Government of Telangana represented by the Youth Services Department.
 - (iv) “Society” means the “Telangana State Society for Training and Employment Promotion”.
 - (v) “Byelaws” means the byelaws of the Society.
 - (vi) “Extraordinary General Body Meeting” means the Extraordinary General Body Meeting of the Society.
 - (vii) “General Body” means the General Body of the Society.
 - (viii) Words importing the singular number include the plural number and vice versa.
 - (ix) Words importing the masculine gender also include the feminine gender.

4. **GENERAL BODY:**

Composition of the General Body:

1	Spl. Chief Secretary / Prl. Secretary/Secretary to Govt., Youth Services, Govt. of Telangana	Chairman
2	Commissioner / Director of Labour Employment & Training, Govt. of Telangana	Member
3	Commissioner / Director of Youth Services, Govt. of Telangana	Member
4	Managing Director, SETWIN, Govt. of Telangana	Member
5	Addl. Secy./Joint Secy./ Deputy Secy./ Asst. Secy. to Govt., YAT&C Department, Govt. of Telangana	Member Convenor
6	Addl. Secy./Joint Secy./ Deputy Secretary / Asst. Secy., to Govt., Finance Department, Govt. of Telangana	Member
7	VC&MD, TS Handicrafts Development Corporation, Govt. of Telangana	Member

- (i) The General Body shall exercise overall superintendence on the affairs of the Society.
- (ii) The Society shall, in each year, hold a General Body meeting as its Annual General meeting. The Society may in addition hold General Meeting other Annual Meeting and the said other meeting shall be called Extraordinary General Body Meetings. The Extraordinary General Body Meeting of the Society may be called by the Chairman. Ordinary general body meetings may also be called on when considered necessary by the Chairman.
- (iii) The Annual General Body Meeting can be convened with a seven days notice to the members.
- (iv) Extraordinary General Body Meeting can be convened at a shorter notice in case of urgency.
- (v) The Quorum of the Annual General Body Meeting and the Extra ordinary General Meeting shall be one fifth of the membership.
- (vi) If within half an hour from the time appointed for holding a meeting the quorum is not present, the meeting shall stand adjourned to the same day in the next week, at the same time and place or as the Chairman of the Meeting may determine.
- (vii) If at the adjourned meeting, a quorum is not present within half an hour from the time appointed for holding the meeting the members present shall be quorum.
- (viii) In the absence of the Chairman one of the Members present shall chair the meeting as may be selected in the said meeting.
- (ix) All questions coming up before the meeting shall be decided by a majority of vote of the Members present and in the case of equality of votes, the person presiding over the meeting shall have a second and casting vote.
- (x) The Chairman shall have full authority to decide in the admissibility of any question, expunging any remarks directing the conclusion of debate and putting any motion to vote. The Chairman decision on the conduct of the meeting shall be final.

5. CHAIRMAN:

1. Functions & Powers of the Chairman:

- (i) Shall ensure that the affairs of the General Body are run efficiently and in accordance with the Memorandum of Association and Byelaws of the Society.
- (ii) Shall preside over the meetings of the General Body.
- (iii) May himself/herself call a meeting of the General Body at any time;
- (iv) Shall be entitled to invite any other person to attend the meeting of the General Body provided that such persons shall not have the right of voting.
- (v) The Chairman shall have the power to enter into contracts, agreements, arrangement with other public or private organizations of individuals for furtherance of the society objectives.
- (vi) The Chairman shall have powers to create technical, administrative, and managerial and other posts in the Society and sanction scales of pay to the posts created on deputation basis as well as engage persons of on contract / outsourcing basis.
- (vii) Prescribe the duties of all officers and staff of the Society including its branches & units at or in districts.
- (viii) Exercise such supervision and administrative, financial & disciplinary control over all the officers & staff of the Society as may be deemed fit;
- (ix) Keep a record of proceedings of the meetings of the General Body in accordance with these Byelaws, and

- (x) Discharge such other functions as may be assigned to him by the General Body, or under these byelaws, in furtherance of the objectives of the Society.

6. COMMITTEES, SUB COMMITTEES AND TECHNICAL WING:

- (i) The Chairman may form one or more Committee or Sub Committees for attaining the objectives of the Society.
- (ii) The Chairman may appoint such persons to those committees who are prominent in their respective fields such as higher learning, academics, specialized professions, industry, commerce, trade, politics as well as other realms of public life.
- (iii) The Chairman may appoint any suitable person as Chairman of such committees. These Committees shall meet at such time and place and conduct their business in such directions as may be issued by the Chairman.
- (iv) The members of Committees thus constituted will not form a part of the General Body.
- (v) The Chairman will on formation of the society create a Training wing, Technical / Engineering Wing and an Administrative & Finance Wing within the society, and any other wing as may be considered necessary.

7. MANAGEMENT OF FINANCES OF THE SOCIETY:

Composition of Society Funds:

a) The funds of the Society shall consists of the following:

- (i) Grants in aid made by the Central Government and the State Government for furtherance of the objects of the Society.
- (ii) Contribution and receipts of the Society from other sources
- (iii) Income from the assets of the Society
- (iv) Grants / Donations
- (v) All fees and sale proceeds received by the Society
- (vi) All moneys received by the Society in any other manner or from any other source

b) Bank Accounts:

The Society shall maintain its separate bank account(s).The bankers of the Society shall be decided by the General Body. All funds shall be paid into the Society account or accounts and shall not be withdrawn except through a cheque or appropriate instrument signed by the Chairman or the authorized representative of the Society.

c) Maintenance of Accounts:

The Society shall maintain proper accounts and other relevant records and prepare annual accounts comprising the receipts and payments account, statement of liabilities in such forms as may be prescribed by the Registrar of Societies of State Government in keeping with the Rules in force under Telangana State Societies Registration Act 2001.

d) **Auditing of Accounts:**

The accounts of the Society shall be audited annually by an independent Chartered Accountant and in accordance with the provisions of the Telangana State Societies Registration Act 2001. An internal auditor may be appointed, if required, to guide the society staff

e) **Processing of Audited Accounts:**

The audited accounts shall be placed before a meeting of the General Body for its consideration which shall submit a copy of Audit Report along with observation, if any, to the State Government within a fortnight from the date of receipt thereof by it.

8. **ANNUAL REPORTS:**

Preparation and submission of Annual Report:

The Annual Report on the working of the Society and the work undertaken by it during the year together with Balance Sheet and audited Accounts, shall be prepared during the year together with Balance Sheet and audited Accounts, shall be prepared and passed by the General Body. A copy of the Annual Report shall be placed before the General Body for consideration, which after giving its approval shall submit the same to the State Government.

9. **APEX SOCIETY:**

The Society shall be the Apex Society to all the Districts Societies of Training and Employment promotion as was the case with the erstwhile APSTEP.

10. **REVENUE GENERATION:**

In order to augment revenue generation and optional use of the resources at its disposal, the Society can offer consultancy services as well as utilise the Technical / Engineering Wing to take up execution of engineering work of other government departments or agencies and/or any other related consultancy works.

11. **AMENDMENT OF PURPOSE:**

With the prior approval of the State Government, the General Assembly may amend, alter, extend or abridge the purpose for which it is established, or amalgamate the Society either wholly or partly with any other Society in accordance with the provisions of the Telangana State Societies Registration Act 2001.

12. **DISSOLUTION OF SOCIETY:**

If the Society needs to be dissolved, it should be dissolved as per the provision, of Telangana State Societies Registration Act 2001 with the consent of the Government of Telangana.

13. **APPROPRIATION OF SOCIETY'S PROPERTY:**

If, on the winding up or dissolution of the Society, there shall remain, after the dissatisfaction of all its debts and liabilities, any assets and property whatsoever, the same shall not be paid to or distributed amongst the members of the Society or anyone of them but shall be transferred by the General Body to the State Government which will have the power to decide about its further utilisation.

14. MISCELLANEOUS:

- (i) Change in Nomenclature:
As and when there is any change in the nomenclature of Ministries, Departments, or Institution (s) and designation (s) mentioned in the byelaws, such change shall automatically stand incorporated in these Byelaws.
- (ii) Common Seal:
The Society shall have a common seal and emblem of such make and design as approved by the General Body.

SABYASACHI GHOSH
SECRETARY TO GOVERNMENT